



BOUGHTON-UNDER-BLEAN PARISH COUNCIL

NOTICE OF THE ORDINARY MEETING of the PARISH COUNCIL, to be held on Tuesday 9th July 2024 at 19:30 in St Barnabas Parish Centre. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out in the agenda. Any item on the agenda may be heard in private when considered to be confidential.

Members of the public and press are invited to attend. Under the Openness of Local Government Bodies Regulations 2014, attendees may be filmed, recorded or otherwise reported about by anyone present. Unless advised otherwise, the council accepts no responsibility for data recorded in this way or its distribution. **Members of the public wishing to address or ask questions of the Council are requested to do so in writing or by email to the Parish Clerk at least 24 hours before the meeting**

AGENDA

- 1. APOLOGIES** *(1 minute)*
 - A. Receive apologies
 - B. Approve apologies

- 2. DECLARATION OF INTERESTS** *(1 minute)*

- 3. MINUTES** *(5 minutes)*
 - A. Approve minutes of the ordinary meeting of the Parish Council held on Tuesday 11th June 2024 (minutes 212-219)
 - B. Receive draft minutes as a report of the Village Hall Management Committee meeting held on Tuesday 25th June 2024

- 4. PUBLIC PARTICIPATION** *(15 minutes)*

Members of the public will be given up to 15 minutes to talk with Councillors, the item may be added to the agenda for the next meeting if agreed by Councillors.

- 5. FINANCE AND ADMINISTRATION** *(15 minutes)*
 - A. BANK RECONCILIATION - to consider approving bank reconciliation
 - B. JULY PAYMENTS - to consider approving payments ([Appendix A](#))
 - C. FINANCE REPORT - to review Q1 2024/5 finances ([Appendix B](#))
 - D. SCHEME of DELEGATION - to note matters resolved ([Appendix C](#))
 - E. CONVEX MIRROR - to further consider request for convex mirror at junction of Colonels Lane/The Street

- 6. PUBLIC AMENITIES** *(10 minutes)*
 - A. TODDLER PLAYGROUND - to consider approving quote for ground/base repairs ([Appendix D](#))
 - B. GOAL POSTS - to consider approving quote for installation of additional goal post sockets ([Appendix D](#))

- 7. PLANNING** *(30 minutes)*
 - A. 24/502123/EIOUT Land North And South Of The A2 Boughton Bypass Dunkirk (Winterbourne Fields) - to consider response to planning application

8. COUNCILLORS REPORTS

(10 minutes)

To receive reports on activities/matters brought to the attention of individual councillors

9. CHAIRMAN/CLERK'S REPORTS

(5 minutes)

To receive reports on activities/matters brought to the attention of the Chairman and Clerk

[\(Appendix E\)](#)

S. Muteham Clerk to the Parish Council

2nd July 2024

Parish Office, PO Box 310, Faversham, Kent ME13 3EA

clerk@boughtonunderblean-pc.gov.uk

07740 706189

APPENDIX A

Castle Water (Public toilets) - (D/D estimate for information only)	£34.83
Castle Water (Cemetery) - (D/D estimate for information only)	£15.78
Lloyds Bank (Chargecard) - (D/D for information only)	£148.80
British Gas (Public toilets) - (D/D estimate for information only)	£30.72
Staff costs – (D/D estimate for information only)	£2,257.45
Bk Tfr - Bourne to Garden - Mowing (Cemetery/Pop View)	£1,160.40
Bk Tfr - Countrywide Grounds Maintenance - Mowing/Knotweed (Bull Lane/The Street)	£792.30
Bk Tfr - Boughton under Blean Village Hall - Meeting Room Hire/Social Hubs	£225.00
Bk Tfr - S. Morrow - Toilets - Cleaning (June)	£712.80
Bk Tfr - T. Covell - Councillors Allowance Q1-2024/25	£169.65
Bk Tfr - J. Muteham - Councillors Allowance Q1-2024/25	£84.83
Bk Tfr - ICCM - Annual membership	£100.00
Bk Tfr - Business Stream - Waste water (Mar-Jun)	£91.07
Bk Tfr - Seton - Toilets - sign	£28.97
Bk Tfr - Pro Dynamic Contracts - Goal Post Installation	£780.00
Bk Tfr - P. Reynolds - Phone box	£5.00
Bk Tfr - M. Wellington - Litter picker (June)	£204.00

APPENDIX B

2024/25 1st Quarter Finance Report	2024/25 Budget	2024/25 Actual
<u>OVERHEAD EXPENDITURE</u>		
Highways & Footways	£12,424.15	£2,607.80
Recreation Grounds	£22,160.00	£9,235.26
Cemetery	£8,900.00	£2,435.45
Public Toilets	£10,380.00	£2,412.06
Allotments	£1,700.00	£26.50
Miscellaneous	£1,050.00	£1,859.23
Administration	£32,027.92	£8,741.63
Donations & Grants made	£2,025.00	£350.00
Donations & Grants spent	£0.00	£911.52
	£90,667.07	£28,579.45
<u>INCOME</u>		
Income (Recreation Ground/Cemetery/Allotments)	£3,000.00	£1,591.98
Donations & Grants received	£3,200.00	£0.00
LIGHTING GRANT (SBC)	£2,780.00	£1,390.00
PRECEPT (SBC)	£90,000.00	£45,000.00
	£98,980.00	£47,981.98
Net Income less Expenditure	£8,312.93	£19,402.53
Plus transfer from earmarked reserves	£0.00	£0.00
Less transfer to earmarked reserves	£6,000.00	£6,000.00
Movement to/(from) General Reserves	£2,312.93	£19,402.53

APPENDIX C

Matters resolved under the Scheme of Delegation

Installation of two new goal posts at a cost of £650 + VAT, required to be completed before the ground becomes too hard. Approved by Chairman and Vice-Chairman.

APPENDIX D

- A. New wetpour surface in toddler playground (following vandalism). Cost to replace wetpour £895 + VAT. An alternative is to claim off the council's insurance, which has a £250 excess.
- B. To install a set of spare sockets at each end of pitch, enabling goal posts to be relocated in the off season so the goal mouths can rest/repair. Cost £400 + VAT.

APPENDIX E

CLERKS REPORT 06-06-24 to 02-07-24

(Summary of tasks completed)

Public Amenities

1. Routine inspection of public toilets, cemetery, allotments and recreation grounds
2. Attended site meeting for football pitch maintenance works
3. Reviewed completed contractor work for goalpost installation
4. Reviewed completed contractor work for football pitch repairs
5. Works instructed for toddler playground repairs (before vandalism)
6. Addressed vandalism of padlock and access issues at Poplar View
7. Quotes requested for tree maintenance at Bull Lane recreation ground and Poplar View
8. New sign for public toilets ordered and received
9. Completed digital scan of all burial ground documentation
10. Attended site meeting with locksmith for changes to public toilets building
11. Attended site meeting to install new stopcock for allotments
12. Liaised with police regarding vandalism of toddler playground surface

General

13. Kept website up to date with meeting agendas and minutes, road closures, news items
14. Kept facebook page up to date with meetings, road closures and news items
15. Carried out monthly defibrillator check
16. AGAR for 2023/24 submitted
17. Various water leaks in the parish reported
18. Attended SCRIBE accounting software demonstration
19. Attended SLCC regional Clerk's Conference
20. Filed VAT refund for Q1 2024/25

(Summary of tasks in progress)

1. GMA training for football pitch management
2. Draft risk assessments for individual purposes (recreation grounds, cemetery, toilets etc)
3. Obtaining quotes for cemetery bench repairs
4. Review of new financial regulations
5. Photo catalogue Garden of Remembrance (cemetery) plots
6. Obtaining quotes for weed clearance on path at Bull Lane

(Summary of tasks to be done)

1. Review all outstanding EROB renewals on cemetery plots
2. Obtain quotes for allotment strimming
3. Update HIP
4. Arranging educational visit to Miyawaki project
5. Gordon Ottaway Award 2024
6. Obtain quotes for tarmac repairs at Bull Lane
7. Obtain quotes for wall repairs at Bull Lane
8. Renew contracts for quarterly playground/gym inspections
9. Upgrade website to be WCAG compliant